



CITY OF ATLANTA

Job Announcement

CONSTRUCTION AUDITOR

STARTING SALARY: \$57,530

(Negotiable to \$57,530)

Salary Grade 30

Applications Accepted From: May 23, 2005 until June 10, 2005

Minimum Job Requirements

Persons applying for this position must have a bachelor's degree in Accounting, Finance, Engineering or a related field and four (4) years of experience in Construction Auditing, Financial/Operating Auditing, Aviation external Auditing and/or Information Systems Auditing, and two (2) years experience programming and directing audits. Familiarity with aviation or airport operation/CPA, CIA or CMA is preferred. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Duties for this Job:

This employee will be responsible for evaluating and testing contractor billing, cost accounting, and scheduling systems as well as analyzing change order costs, evaluating claims, verifying receipt of credits, performing labor costs analysis, and affirming costs for cost-plus contracts. Additionally, the candidate will be expected to test cost reporting systems to determine whether project costs are accurately reported and that those systems are an effective tool for project management. The employee will assist in the execution of construction and other internal audit procedures in accordance with the overall management audit plan as directed by the Aviation General Manager and the Audit Committee. The employee will interview operational management, identify and document recommendations for business process and internal control improvements to provide for a more effective, efficient and controlled operation. This position will assist members of the development program team to perform internal audits including analysis of business processes, identification of internal controls and weaknesses, and testing of transactions and data. The employee will perform tests and evaluate internal controls to ensure compliance with GAAP, GAAS, and the Sarbanes-Oxley Act. The employee will conduct risk assessments, draft audit programs, prepare appropriate work-papers and write audit reports in accordance with professional audit standards.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Department of Human Resources, 68 Mitchell Street, SW, Suite 2107, Atlanta, GA 30303-0306.

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.

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